



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address State of GA.; Dept. of Defense Civil Defense Division 959 E. Confederate Ave. P. O. Box 18055 Atlanta, GA 30316	Application Number 81-210	
Application Number		Date Received MAR 20 1981	Date Completed APR 1 1981
2. Person to Contact Vivian Tucker		Working Title Senior Secretary	Telephone Number 656-6167
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest _____ Latest _____		5. Records Series Title (followed by title used in office, if different) FIELD COORDINATOR'S FILE	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? DIVISION: To implement and administer the Georgia Civil Defense Act of 1951 as amended, The Georgia Natural Disaster Operations Plan and the Georgia Nuclear Emergency Operations Plan. OFFICE: Administrative functions pertaining to state and federal legal and operational readiness requirements for local government civil defense organizations and federal legal and operational requirements for the state Civil Defense Division.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: OPERATIONS OF SIX CIVIL DEFENSE FIELD COORDINATORS Included are: Monthly Travel Schedules Correspondence - 1. to each - 2. to all Weekly Narrative Reports Expense Statements Car Expense Statements Credit Card Telephone Logs File is arranged: Drawer arranged by Field Coordinator Area (1 - 7)			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>Weekly</u> ; Seven to twelve months old <u>Monthly</u> ; Thirteen to twenty-four months old <u>X</u> ; twenty-five months and older <u>X</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1/2</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)

Agency Head/Designee (Signature)	3-18-81		State Auditor/Designee	4-1-81
Date	3-18-81	State Records Committee (Signature)	4-1-81	4-1-81
Records Management Officer (Signature)	3-18-81	Secretary of State/Designee	3-30-81	4-1-81
Date	3-18-81	Attorney General/Designee	4-1-81	4-1-81

These instructions apply to all prior and future accumulations of the series.

12. Approved Disposition Instructions
- This agency recommends that the file series be cut off at the end of each:
- ☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then, _____
- ☒ Hold in the current files area _____ month(s) _____ year(s); then _____
- ☒ Transfer to local holding area, hold _____ year(s); then _____
- ☐ Transfer to State Records Center; hold _____ year(s); then _____
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify) _____

Attach copy or excerpt of laws or regulations. Explain administrative need.

11. Retention Requirements
- The following requires the series to be kept:
- a. State Law _____ years.
- b. Statute of limitation _____ years.
- c. Federal law _____ years.
- d. Audit period _____ years.
- e. Administrative need _____ years.
- f. Federal retention instructions _____ years.

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
		c. Is this a vital record?
		d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency?
		i. Is this series (or a major portion of it) regularly microfilmed?
		j. Does the record series result in a computer printout?